



San Diego County Employees' Charitable Organization

1600 PACIFIC HIGHWAY Room 209, SAN DIEGO, CA 92101 – www.sdceco.org

"LEND A HAND"

2009 Grant Application Instructions

BACKGROUND AND MISSION

CECO stands for the San Diego County Employees' Charitable Organization, an employee-managed organization that gives 100 percent of the money it collects to local non-profit agencies. CECO has no paid staff. Since 1956, CECO has been managed by employees who volunteered their time and effort to keep the CECO tradition of giving alive in the hearts of County of San Diego and Superior Court employees. As a result, since 1956, CECO has distributed 20 million dollars to communities within San Diego County.

Donations are driven by automatic payroll deductions and one-time contributions by County of San Diego and Superior Court employees. These donations allow CECO to award local agencies with grants that help them to serve more people or expand and improve their existing services.

Grants awarded by CECO are in the name of County of San Diego and Superior Court employees, our way of showing San Diego County communities that County of San Diego and Superior Court employees go above and beyond everyday to make this county a better place for all. In 2007, we gave out a total of \$280,948.51 to 89 programs, with awards ranging from \$689.00 to \$10,030.00

ELIGIBILITY/EXPECTATIONS

To be eligible to receive a grant from CECO, an applicant must meet the following eligibility criteria and expectations:

- Be a non-profit organization. Proof of non-profit status is required by submission of Form 501 (c)(3) or California Franchise Tax Board Form or Form 509(a)(1) as required by the United States Internal Revenue Service.
- Use grant for purposes of enhancing community enrichment programs, local health, human care and social services in San Diego County. Please note that CECO **will not fund staff positions**. To receive a CECO grant, costs must be clearly itemized in order to ensure that staff costs are not included.
- Purchase items based on what CECO approved and provide receipts for item(s) purchased. Receipts must be dated between March 1st, 2009 and December 31st, 2009. Receipts should be mailed in or turned in by September 30th, 2009 to the following address:

CECO Executive Board
Attn: Eileen Espinoza, CECO Allocations Chairperson
1600 Pacific Highway, Room 209
San Diego, CA 92101



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- Notify CECO via a letter to the address below if the grant received is not completely expended by September 30th, 2009. You will be required to send in the receipts for purchases made after September 30th, 2009, by December 31, 2009.

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Attn: Eileen Espinoza, CECO Allocations Chairperson
1600 Pacific Highway, Room 209
San Diego, CA 92101

- Repay any portion of the grant which is not used for the purposes of the grant.

FUNDING GUIDE

CECO is unable to guarantee funding; therefore, organizations should not rely on CECO as a yearly funding source. Previous funding does not guarantee future funding.

We attempt to target many different groups in need of services and to provide grants to organizations throughout San Diego County. Therefore, to maximize the number of people served throughout the region, **we are limiting submission of 3 grants per agency.**

SELECTION PROCESS

The Allocations Committee will not accept incomplete applications. In addition, during the review process, if CECO has any questions regarding your application, we may call the contact person listed on your application. **If we do not receive a response within 2 business days, we reserve the right to reject your application.**

The Allocation Committee will evaluate the applications and compile a list of recommended applicants for review by County employees. The CECO Board of Directors then approves these finalists.

EVALUATION CRITERIA

The Allocations Committee will evaluate the application according to the following criteria:

1. **PROGRAM:** Does the Application clearly identify and describe all the elements of the specific program that CECO funds would be used for.
2. **NEED:** Does the Application clearly define a local need for the program and provide sources of information supporting the need.
3. **IMPACT:** Does the Application clearly explain the impact of this program on the targeted audience.
4. **BENEFIT:** Does the Application clearly explain the specific, long-term benefits of this program to San Diego County residents.



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DISBURSEMENT SCHEDULE

CECO Grants are awarded in **March 2009**. Your agency is expected to repay any portion of the Grant which is not used for the purposes of the Grant. Repayment shall be in the form of a check, money order, or cashier's check and made payable to CECO.

Award Ceremony:

CECO distributes funds at the annual breakfast which will tentatively be held in March 2009. You will be notified by letter, if this applies to your agency.

APPLICATION CHECKLIST

Applicants must submit a completed application packet or the application will be rejected. Please use the application checklist below to assist in compiling your application packet.

1. The application packet includes :
 - 2009 CECO Grant Application
 - Questionnaire
 - Program Summary
 - Itemized Estimate/Quote for requested funds
 - Current Year Program Operating Budget
 - One or all of the following; as it applies, Form 501 (c)(3), California State Franchise Tax Board Form, Form 509 (a)(1).
2. If you received a grant in 2007 you must also include: Acknowledgement of County Employees' Charitable Organization support (i.e., newsletter, brochure, press release, etc). All acknowledgements shall include the use of our full name: San Diego County Employees' Charitable Organization.
3. Submit 16 copies (1 original, 15 identical copies) of the application packet to:
CECO Executive Board
Attn: Eileen Espinoza, CECO Allocations Chairperson
1600 Pacific Highway, Room 209
San Diego, CA 92101
4. **Do not include a cover letter, paper clips, binder clips, or plastic report covers.**

If you have questions, please contact **Eileen Espinoza**, Allocations Committee Chairperson, at (619) 531-4471 or (619) 531-3374 or by email at eileen.espinoza@sdceda.org



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TYPES OF GRANTS

CECO funding is available for equipment, furnishings and other durable goods to support your organization and its programs. Examples include – refrigerator, carpet, desks, dressers, stove, computer, musical instruments, medical and dental equipment, theatrical equipment, recreational equipment.

CECO will also consider funding requests that involve purchase of consumables, such as healthy food, medications, art supplies, and books, if your organization will benefit from a bulk purchase for a specific program or event.

CECO no longer provides funding for camperships, gift cards, vouchers, bus passes or similar public transportation expenses.

ITEMIZED ESTIMATE/QUOTE

Costs must be itemized by line item. Include a complete description of what the item(s) is. **Direct staffing costs will not be funded.** Quotes printed out from the internet are acceptable. To ensure the maximum number of people served throughout the region, CECO asks that you limit your monetary request to \$10,000 for any one grant request.